In the Claims:

Please amend the claims as follows:

(Pursuant to 37 CFR 1.121 applicant submits herewith a clean version of the claims, as amended. Submitted concurrently herewith as an attachment is a marked up version of the amended claims.)

1. (Amended) A computer readable memory having a plurality of storage locations for storing records in the computer readable memory, said memory comprising:

at least one structured workfolder for storing and organizing electronic documents;

said workfolder containing a contents element for storing primary data, said contents element containing one or more placeholders for reserving a slot within said workfolder for documents expected to be added to said workfolder via said placeholder.

28. (Amended) A computer readable memory having a plurality of storage locations for storing records in the computer readable memory, said memory comprising:

a template used to create one or more particular instances of a structured workfolder for storing and organizing electronic documents;

said template containing a contents element;

said contents element containing a placeholder for reserving a slot within said workfolder for documents expected to be linked to said workfolder instance, said documents being linkable to said workfolder instance via a particular instance of said placeholder in said workfolder instance.